Create an Effective Résumé

TAP
TRANSITION ASSISTANCE PROGRAM

SECTIONS 3.10-3.11

Objectives:

- Understand how to write effective resumes
- Begin to translate military experience into job skills
- Understand how to write effective cover letters
- Understand how to apply for federal jobs

TAP
TRANSITION ASSISTANCE PROGRAM

Resume Quiz

Turn to page 164 of your TAP Manual for the Résumé Quiz.

TAP
TRANSITION ASSISTANCE PROGRAM

Resume Quiz

1. The number one rule for writing a good resume is: More Is Better.

TRUE or FALSE

Answer: FALSE

Your Resume should be brief and to the point.

TAP
TRANSITION ASSISTANCE PROGRAM

Resume Quiz

2. The best resume has a lot of “white space” to make it easier to read.

TRUE or FALSE

Answer: TRUE

A page with nothing but type is difficult to read. Make it easy for the employer to find information quickly.

TAP
TRANSITION ASSISTANCE PROGRAM

Resume Quiz

3. Regardless of your age, the work history component of your resume should list all jobs going back to high school.

TRUE or FALSE

Answer: FALSE

You can consolidate information that is more than 10 years old, unless there is something that you want to highlight.

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Resume Quiz

4. An objective statement at the beginning of your resume is optional.

TRUE or FALSE

Answer: TRUE

It is up to you, but if you choose to include an objective, make sure it is not too generic.

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Resume Quiz

5. Your resume should not be longer than 2 pages.

TRUE or FALSE

Answer: TRUE

Imagine yourself as an employer who has just received 80 resumes in response to a job. Resumes should be only one page unless you can truly justify two pages.

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Resume Quiz

6. A good resume is flexible enough to cover various job options within your professional field of interest.

TRUE or FALSE

Answer: FALSE

A good resume is one that is tailored to each job/opportunity to which you apply. This is a targeted resume.

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TRANSITION ASSISTANCE PROGRAM

Resume Quiz

7. A good resume paints a clear picture of you, including your height, weight, race, age, sex, marital status, and number of children.

TRUE or FALSE

Answer: FALSE

A resume is a professional document and should not include personal information.

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Resume Quiz

8. Employers like to see that you are interested in things other than just your job, so include volunteer work, continued education and association involvements.

TRUE or FALSE

Answer: TRUE

You should include information that relates your ability to be a good employee.

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Resume Quiz

9. All resumes should contain the complete names, addresses and telephone numbers of your references.

TRUE or FALSE

Answer: FALSE

You may include a statement that says, References available upon request; however that is assumed by the employer, so you can save a line by

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TRANSITION ASSISTANCE PROGRAM

Resume Quiz

10. To help your resume stand out from the hundred an employer may receive, you should make it as unusual as possible by using a bright color paper or including a picture of yourself.

TRUE or FALSE

Answer: FALSE

Remember, it is a business document and should look professional.

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Resume Quiz

11. It is a good idea to ask your close friends to read your resume and help you improve it.

TRUE or FALSE

Answer: FALSE

Unless your close friend is a person who has knowledge of the field and resume writing experience. It is a good idea to get help, but get it from someone who has

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TRANSITION ASSISTANCE PROGRAM

Resume Quiz

12. If you send your Resume to an employer in response to a newspaper ad, you don't need to send a Cover Letter with it.

TRUE or FALSE

Answer: FALSE

Always send your Resume with a Cover Letter to introduce it.

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TRANSITION ASSISTANCE PROGRAM

Resume Quiz

13. A Cover Letter is primarily intended to repeat the most important points of your Resume.

TRUE or FALSE

Answer: FALSE

A Cover Letter should give more detail about your experience exactly as it relates to the position.

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Resume Quiz

14. It may take a lot of hard work, but it's possible to write a Resume good enough to secure the job you want.

TRUE or FALSE

Answer: FALSE

A good Resume can get you an interview, but it would be very unusual to be hired just on the basis of your Resume.

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TRANSITION ASSISTANCE PROGRAM

Resume Quiz

15. It is always better to spend the money to have a professional Resume writing service write your Resume.

TRUE or FALSE

Answer: FALSE

You should write it yourself and get help to perfect it. A Resume writing service may make your Resume sound like someone else.

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Did you know?

The average employer will spend seven to ten seconds reading your resume.

Richard Gaither
Job Search Consultant

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Does the most qualified person usually get the job???

TAP
TRANSITION ASSISTANCE PROGRAM

“A qualified person *who* *does the best sales job* most often gets the job.”

TAP
TRANSITION ASSISTANCE PROGRAM

To do your best sales job, you will need a ….

QUALITY RESUME

QUALITY COVER LETTER

What is a resume, and what is its role in the job search??

- A resume is a document you use to communicate your experience and qualifications to a potential employer.

- The ***purpose of a resume is to get you an interview***.

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Point-of-View

Its role in the job search depends on the point-of-view

Your point-of-view:

A snapshot of you, your "sales brochure."

(Not a biography)

Employers' point-of-view:

A tool to use in finding the best available person for a particular job, a document which provides relevant information about a person's qualifications.

Tool used to screen out applicants

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The Resume

- A marketing tool
- A communication tool
- An outline of your skills and experience
- An application for an interview
- One part of the process

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TRANSITION ASSISTANCE PROGRAM

Steps for Creating Effective Resumes

1. Determine the jobs you are qualified for and interested in
2. Highlight and summarize your relevant qualifications
3. Highlight your skills to fit the job
4. Select a resume format
5. Translate your military experience into civilian terms

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For most people, the hardest part of writing a resume is--

getting started.

Gather the following:

- **Efficiency Reports/Support Forms**
- **Awards/Honors/Certificates**
- **Personnel Records, Military Training Certificates**
- **Leave and Earnings Statements**
- **Work Addresses/Phone #'s**
- **Community/Volunteer Service**
- **College Transcripts/Diplomas**
- **Work samples, if appropriate (example: journalist, portfolio)**
- **Description of your AFSC/MOS**
- **VMET**

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As you begin the process of writing your resume, understand that…

- There is no one right way.
- There is not a comprehensive checklist.
- For almost every rule, there is an exception.
- To the question, “What’s right?” you will frequently hear, “It depends.”
- Must pass the 20 to 30 second scan.

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Additionally, Realize That One Size Does NOT Fit All!

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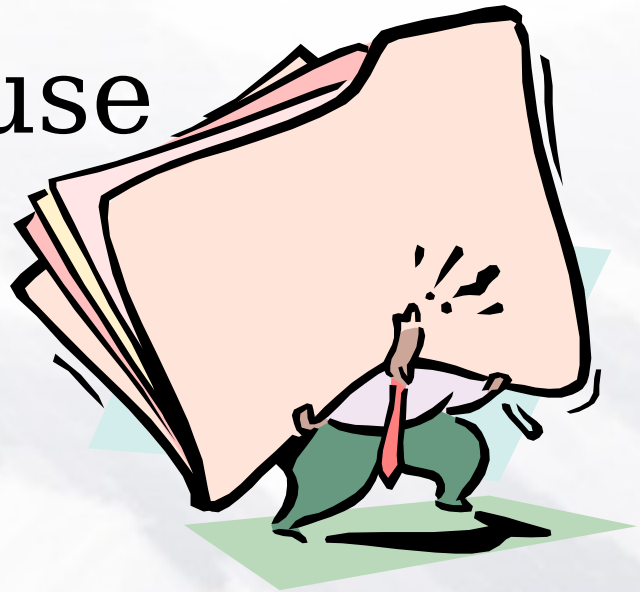
Each Position & Employer Will Influence ….

- What's on the resume
- How it's organized
- Language to use
- Length



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Every Job You Apply for may

- Require a revision of your resume

Or

- A totally different resume

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To Stand Out in the Crowd . . .

- **Private Sector Jobs**
  - Civilianize
  - Use Company Language
- **Working for Contractors**
  - Military Terminology is OK
  - Chronological Preferred
- **Federal Employment**
  - Resumix or OF 612
  - Depends on Region/Agency
- **Job Fair**
  - More General

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Types of Resumes

- **Three Principal Formats**
  - Chronological
  - Functional
  - Hybrid or Combined
- **"Specialized" Formats**
  - Technical
  - Electronic

Examples on pages 76 - 86 in TAP Manual

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Chronological
Functional

(Includes Employment Dates)

- Most Recent Job
  - something I did in that job
  - something I did in that job
- Previous Job
  - something I did in that job
  - something I did in that job
- Previous Job
  - something I did in that job
  - something I did in that job

(No Employment Dates)

- Most Important Skill
  - something I did using that skill
  - something I did using that skill
- 2nd Most Important Skill
  - something I did using that skill
  - something I did using that skill
- 3rd Most Important Skill
  - something I did using that skill
  - something I did using that skill

Combination or Hybrid Resume:

Add work history

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Resume Formats

Chronological, Functional Or Combination?

Page 66 – TAP Manual

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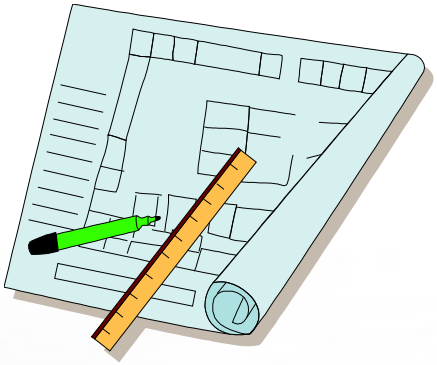
Structure/Content



- Heading
- Objective
- Summary of Qualifications
- Education
- Experience, Skills, Achievements
- Security Clearance
- References

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Make It More Reader Friendly

(To Pass the Scan Test)

- Bold
- Bullets
- All Caps
- Use #’s, $, %
- Use of White Space
- Underlines/Italics (sometimes!)

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Resume Heading

- Complete name, no nicknames
- Complete address
  - Current residence
  - Transitional address, if necessary
  - No abbreviations
- Telephone numbers, including area codes
  - Where you can be reached
  - Voice mail or answering machine
- E-mail address

WRITE

YOUR OWN HEADING

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Heading

Do Not Include:

- Marital Status
- Date of Birth
- Rank
- Social Security Number

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TRANSITION ASSISTANCE PROGRAM

Writing Your Objective

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PROGRAM

Resume Objective

- A targeted, brief statement of the job you are seeking--One liner if possible
- Clearly stated
- Consider the employer's needs
- Can be expanded in the cover letter
- Not every resume includes an objective

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Job Objective: How Specific Should You Be?

- OBJECTIVE: Supervisor
- OBJECTIVE: Marketing Supervisor
- OBJECTIVE: Market Research Supervisor
- OBJECTIVE: Consumer Products Market Research Supervisor

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Better Objectives

- A Counseling position with the Maxwell MSF TAP Program
- To obtain a career where I can best use executive leadership, and management experience with a dynamic company

Write your own objective

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Summary of Qualifications

- Highlight professional background as it relates to the company's needs
  - Keyword summary
  - Bullet statements
  - Short paragraph
- Immediately helps employer see what you can do for the company
- Consider:
  - The skills you want to perform
  - How they complement the company's needs

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Summary of Qualifications

- If the employer reads nothing but the summary how would you sell him or her on you as the best candidate?
- In four or five short sentences or phrases, write a summary that will make the employer want to read the rest of the resume and talk to you. Make sure it agrees with your objective.
- Overview only, no details yet
- Hint: Try writing the rest of the resume first and then going back and writing the summary.

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Education

- List highest civilian education first, include date only if recent
- Show college effort above degree
- Show special/military training related to a the objective; Include length of courses
- Include location of schools
- Include OJT

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Objective: Employment as an Administrative Clerk for a city, state or federal agency

EDUCATION

- Certificate, U.S. Air Force, Administrative Specialist Course, 8 weeks
- Certificate, Microsoft Office Users Course, US Air Force, 2 weeks
- Certificate, Personal Computer Orientation Course, Adult Ed Institute, Hemet, CA, 1 week

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Objective: Aircraft Mechanic or Quality Control Assurance Inspector position.

EDUCATION

- Pursuing A.S. Degree, Aviation Maintenance, 50 hours completed, Embry-Riddle Aeronautical University, Daytona Beach, FL
- Graduate, numerous Air Force training courses, including the following:
  - Aircraft Maintenance Inspector Course, 8 weeks
  - Aircraft Repair Technician Course, 6 weeks
  - Leadership/Management Course for Supervisors, 4 weeks

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OBJECTIVE: Employment as an Education Reporter at a daily paper with a circulation of at least 100,000

EDUCATION

B.A., Journalism/Minor in Horticulture

(Phi Alpha Theta, Cum Laude),

University of Central Florida,
Orlando, FL

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OBJECTIVE: Position teaching evening college-level management or communication courses

EDUCATION

M.A., Human Resource Development, Webster University, St. Louis, MO

B.S., Communication Arts, Public Relations, Cal Poly University, Pomona, CA

Certificate, Air Force Advanced Training for Instructors, 2 months

Certificate, Air Force Supervisors Equal Opportunity Training Course, 80 hours

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The BODY of the resume: Employment History & Skills

- Expand on skills listed in your Skills Inventory
- Include results, achievements and accomplishments
- Use action verbs (page 74 in workbook)
- Quantify your experience by using numbers and percents
- How information is organized determines resume format

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Experience/Achievements

- Not just a description of your AFSC/MOS

  (no “Duties included . . .”)
- Highlights & measurable facts
- Be specific and focused; No rhetoric
- Don’t be modest
- Be a “Doer”; Show action

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Your **achievements** (results, accomplishments) are your calling card for the future. They will determine marketability.

In marketing yourself, it's results that count. Make sure you're contributing something substantial and measurable every single day. Make sure you keep a written record of your results.

William S. Frank

Translating and Focusing

- Convert military/federal terms to private sector terms --in other words, "civilianize"
- Use Dictionary of Occupational Titles
- Use job vacancy announcements similar to your objective

Page 67 – TAP Manual

TAP
TRANSITION ASSISTANCE PROGRAM

Translating Military Experience

- Avoid military jargon, abbreviations and acronyms
- Write out or explain terms
- List names and number of hours of military professional and technical training
- Use equivalent civilian phrases and titles

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Converting Military Job Titles

Some examples of Military job titles in the civilian workforce, See page 67 of TAP manual:

05 and 06; Chief Executive Officer, Chief Operating Officer, Program Director

E7 to E9; Director, Supervisor, Department manager, Senior Advisor

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TRANSITION ASSISTANCE PROGRAM

Converting Military Job Titles

01 to 03; Executive, Administrator, Manager, Project Officer.

First Sergeant; Employee Relations Manager

Personnel Supervisor; Human Relations Manager

VMET Document: DD Form 1586

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Job Descriptions

- Supervised Airmen
- Supervised, evaluated and counseled a team of 5-7 technicians
- Trained subordinates
- Planned, implemented and supervised training to ensure staff proficiency
- Ensured staff proficiency by planning implementing and supervising effective training programs

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Job Descriptions

- Was responsible for maintenance
- Ensured scheduled maintenance was performed on time and each system was tracked from diagnosis through repair and return to customer
- Was responsible for training records
- Created, organized and updated individual training records for over 500 employees. Prepared weekly training schedules

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Don't just tell me what your job was; tell me what you did and how well you did it!

Use accomplishment statements to illustrate your achievements:

- **Achieved more with same resources**
- **Achieved the same with fewer resources**
- **Improved operations:**
  - **Increased workplace safety**
  - **Improved record keeping process**
  - **Implemented more effective training**
  - **Eliminated backlogs or bottlenecks**
- **Resolved problems with little or no increase in time, dollars, or manpower**

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In the end, you're measured not by how much you undertake but by what you finally accomplish.

— *Donald Trump*

Examples of Accomplishment/Result Statements

- Revitalized unit safety program; selected for 3 safety awards during a 2-year period for reducing the accident rate
- Developed an on-the-job training program for new employees which was used as a model for other departments
- Developed a simplified method of controlling and processing incoming merchandise; recognized with a $1,000 bonus
- Managed the move of a 150-person organization to a new location on time and under budget
- Reduced customer complaints by 40%
- Reduced overdue accounts receivable from an average of $33,000 to an average of $2,000 in less than 6 months

Pair up and write two Accomplishment/Results statements for each person

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Review Your Resume

- Content
  - Order of information
  - Completeness
  - Relevance
- Appearance
  - Layout
  - Consistency
- Language
  - Word choice
  - Mechanics

(See Page 94)

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TAP
TRANSITION ASSISTANCE PROGRAM

Begin By Setting up Your Résumé Page For One Inch Margins

In MS – Word or any Word Processor Program

CHRIS SMITH

Font Size 14, Bold,
UPPER CASE

* Your Résumé header begins with your name (Centered and Bold) at Font Size 14 and in upper case.
* Résumé Font should be either “Times New Roman” or “ARIAL”

TAP
TRANSITION ASSISTANCE PROGRAM

CHRIS SMITH

550 E.

ll Blvd. #3000

ontgomery, AL., 36112

Font Size 14 Upper & Lower Case

- Your address follows, also in Font Size 14, but in upper & lower case

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TRANSITION ASSISTANCE PROGRAM

CHRIS SMITH

550 E. Maxwell Blvd. #3000

Montgomery, AL., 36112

Home: (334) 953-1234

Work: (334) 953-3799

Email: Chris.Smith @ maxwell.af.mil

Pager: (334) 317-1234

- Contact phone numbers, Email address, Cell and Pager numbers are next in the header

Note: Limit your contacts to “4”

TAP
TRANSITION ASSISTANCE PROGRAM

CHRIS SMITH

550 E. Maxwell Blvd. #3000

Montgomery, AL., 36112

Home: (334) 953-1234

Work: (334) 953-3799

Chris.Smith @ maxwe

Pager: (334) 317-1234

Switch to Font Size 12

- Place your cursor at the end of the last contact number and switch to Font Size 12; minimizes loss of space

- Make 2 returns

TAP
TRANSITION ASSISTANCE PROGRAM

CHRIS SMITH

550 E. Maxwell Blvd. #3000

Montgomery, AL., 36112

H 4

Work: (334)

953-3799

E AF.Mil

OBJECTIV
E

Pager:

(334) 317-1

To obtain a career where I can best use executive leadership, and management experience with a dynamic company.

Font Size 14

Switch Font Size 12

Switch to Font Size 14 and in Upper Case type in the word "**OBJECTIVE**" in Bold letters

- Place your curser at the end of the word "**OBJECTIVE**" and switch to Font Size 12.

- Make 2 returns
- Type in your Objective
- Make 2 returns

TAP
TRANSITION ASSISTANCE PROGRAM

CHRIS SMITH

550 E. Maxwell Blvd.

#3000

Montgomery, AL., 36112

Home: (334) 953-1234

Work: (334) 953-3799

Email: Chris.Smith @ Maxwell.AF.Mil

(334) 317-

EDUCATION OBJECTIVE

M.S., Human , Troy State

To obtain a care executive leadership, management ar a dynamic company.

B.S., agement, Troy State University

Font Size 12

Font Size 14

- Switch to Font Size 14 and in Upper case type in the word "**EDUCATION**" in Bold
- Place your curser at the end of "**EDUCATION**" and switch to Font Size 12, make 2 spaces and type in your education

TAP

TRANSITION ASSISTANCE PROGRAM

CHRIS SMITH

550 E. Maxwell Blvd.

#3000

Montgomery, AL., 36112

Home: (334) 953-1234

Work: (334) 953-3799

Email: Chris.Smith @ Maxwell.AF.Mil

Pager: (334) 317-1234

Font Size 14

Font Size 12

.S., Human

nt, T

ersonal Management, Troy State University

ere I can best use executive leadership and management experience with a dynamic company.

- Switch to Font Size 14 and in Upper case type in the word "**EXPERIENCE**"
- Place your curser at the end of education and switch to Font Size 12, make 2 returns

TAP

TRANSITION ASSISTANCE PROGRAM

CHRIS SMITH

550 E. Maxwell Blvd.

#3000

Montgomery, AL., 36112

Home: (334) 953-1234

Work: (334) 953-3799

Email: Chris.Smith @ Maxwell.AF.Mil

Pager: (334) 317-

Font Size 12

EDUCATION

OBJECTIVE

M.S., Human Resources Management, Troy State University

To obtain a career field in Personnel Management, Troy State University

Pursue a career where I can bestow executive leadership and management experience with a dynamic company.

EXPERIENCE

Chief, Operations and Training **U.S. Air Force**

2001- Present

- Type a heading that shows the position you held, employment Location and time period, make 2 returns

- Indent and type in your experience in bullet form

TAP

TRANSITION ASSISTANCE PROGRAM

Create an Effective Résumé

* Each **EXPERIENCE** block should contain at least 3 bullets

-- Experience information can be taken directly from your military performance evaluations

-- Start each bullet with an Action Verb, see pg. 74 of TAP manual

-- Use facts, numbers and figures; if possible back them up with impacts of your accomplishments

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TRANSITION ASSISTANCE PROGRAM

CHRIS SMITH

550 E. Maxwell Blvd.

#3000

Montgomery, AL., 36112

Home: (334) 953-1234

Work: (334) 953-3799

Email: Chris.Smith @ Maxwell.AF.Mil

Pager: (334) 317-1234

EDUCATION

M.S., Human Resources Management, Troy State University

B.S., Personnel Management, Troy State University

OBJECTIVE

To obtain a career where I can best use executive leadership and management experience with a dynamic company.

EXPERIENCE

Chief, Operations and Training **U.S. Air Force**

2001- Present

- Provided staff/initiatives/policy to implement the world's largest and most comprehensive aerospace science education program
- Directed certification and training workshops for over 1,450 instructors
- Provided outstanding customer service to 103,000 students in over 687 high schools

- Type in the position, employment location, dates and experience bullets for each job you've held

TAP

TRANSITION ASSISTANCE PROGRAM

Create an Effective Résumé

* Place any Special Experiences, such as Security Clearances, at the end of your Résumé

NOTE; If a Security Clearance or any other certification(s) is a job requirement place it at the beginning

* End your Résumé with

REFERENCES Available Upon Request

in font size 12

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TRANSITION ASSISTANCE PROGRAM

HOMEWORK!

We don't accept "My dog ate my resume"

- Review your workbook and handouts – resume section only (p.65 – 90)
- Fill in your worksheet
- If you are very ambitious – type a rough draft resume and save it on a disk

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TRANSITION ASSISTANCE PROGRAM

Résumé Tips

* Résumés do not need to be on fancy paper

* Original Résumés' are filed away and copied when needed; employers rarely see the originals

* Can be on plain white bond paper

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TRANSITION ASSISTANCE PROGRAM

Résumé Tips

* Can be folded and mailed in a letter size envelope

* Paperclip (plastic) if 2 pages; only staple for Job Fairs, etc.

* Front side only, never use both sides of the Résumé page

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TRANSITION ASSISTANCE PROGRAM

Résumé Tips

* If at all possible limit your Résumé to “1 page”

* If your Résumé is more than “1 page” type your name, in Font size 10, and in parentheses, on the upper left margin of the second page, i.e., (Chris Smith, page 2)

TAP
TRANSITION ASSISTANCE PROGRAM

Create an Effective Résumé

The Transition Assistance Center can assist you with all your needs and save you $$:

- Resource center, comprised of 4 computers ; are available to draft your Résumés, job search and use the internet

TAP
TRANSITION ASSISTANCE PROGRAM

Create an Effective Résumé

- Mailing ;
- paper
- envelopes
- printing
- faxing
- Copier is also available for your use

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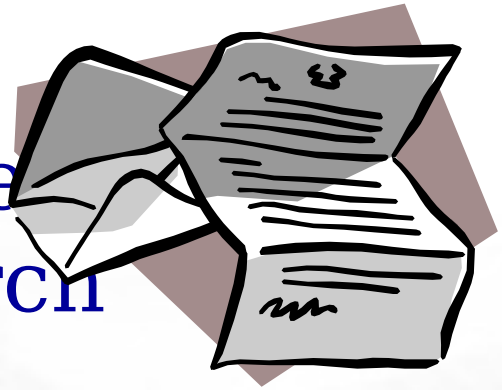
Did you know?

IBM received more than seven million resumes last year.

Dave Swanson
Nat'l Jist Conference, IN

TAP
TRANSITION ASSISTANCE PROGRAM

Cover Letters



- What is a cover letter
- Role in the job search
- Structure
- Tips

(TAP Manual pages 101-106)

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Cover Letters

- **Definition**: The letter that “covers” or accompanies a resume.

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The Cover Letter

- Introduces resume to the employer
- Transmits resume to the right person
- Identifies the job you're seeking
- Persuades reader to read your resume
- Personalizes the resume by focusing directly on the specific job opportunity
- Provides information not contained in the resume
- Presents an initial impression

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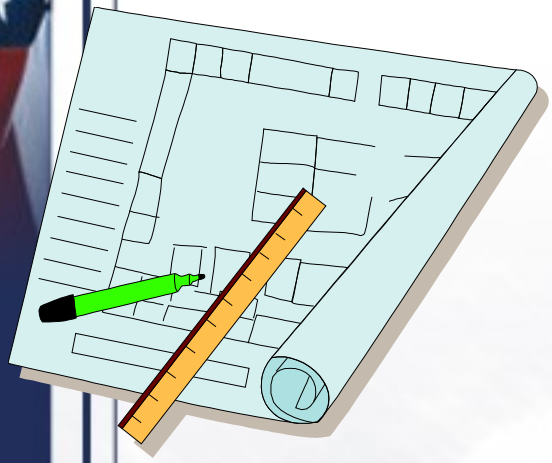
Structure



- Heading
- Date
- Address
- Salutation
- First Paragraph(s)
- Second Paragraph(s)
- Third Paragraph(s)
- Signature Block

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Your Name
Address
Phone Number E-mail Address

Date

Company Address

Salutation

First Paragraph: Tell who you are, why you're writing (want ad, personal reference, etc.) what you're looking for.
Second Paragraph: Summarize your achievements and experience that make you a wise choice for the job. How you can benefit the company.
Third Paragraph: A call for action. You are truly interested in the job and look forward to discussing your qualifications in greater detail.

(See Page 102)

JOHNNY B. GOODE
P.O. Box 000
Slower Pace, AL 31111
(334) 999 - 9999 * goode@aol.com

November 27, 2001

Pat Stanislaus, Circulation Director
The Slower Edition
P.O. Box 1968
Dothan, AL 36302

Dear Mr. Stanislaus:

In response to your advertisement for a District Manager in the November 26, 2001, ***Slower Edition***, my resume is enclosed for consideration. The prospect of working for this leading newspaper in the Tri-States area is exciting, and I'm confident the skills and experience I have would enable me to quickly become a contributing member of your management team.

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In addition to the experience summarized in the enclosed resume, other aspects of my background merit consideration. Many of my Air Force experiences relate to business or sales. My extensive experience working under stress, frequently with limited resources, would be of value in handling circulation problems which arise. Additionally, the experience I've gained working with people of different backgrounds and skill levels prepared me well to effectively meet challenges such as supervising a crew of newspaper distributors. Finally, as a long-time resident of the Wiregrass area, I've gained a knowledge of its communities and people that would enhance my ability to provide top-notch customer service.

An opportunity to provide additional information about my qualifications would be welcomed. I will phone your office the week of January 7th to schedule an interview if possible. Thank-you for your consideration.

Sincerely,

Examples - Pages 103 - 106

Johnny B. Goode

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Ten Steps to a Better Cover Letter

Ten Steps to a Better Cover Letter," *National Business Employment Weekly* Jan. 1 - Jan. 7, 1995 by Brian C. Blahnik (Paraphrased)

- Consider content critical (it is!)
- Personalize your letter
- Be job specific
- Drop a name
- Skirt the salary issue
- Ensure you're easy to contact
- Pay attention to details
- Package a quality product
- Proof read and edit carefully

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In Summary…

Remember: Your purpose is to persuade someone that you should be interviewed, so market yourself by

- developing your resource material,
- targeting and tailoring your resume,
- using language your reader understands,
- presenting your qualifications and experience, accurately and positively,
- being concise, and
- giving your work a professional touch.

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The Thank You Letter

-- Remember to always send a Thank You letter; even if the job interview did not go well

-- Can be handwritten or typed; your preference

-- Important thing is to be timely

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The Letter of Recommendation

-- Ensure that it is on company letterhead

-- Always obtain a Letter of Recommendation if a Reference cannot be contacted

-- Best to give a copy; never give out the original

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Did you know?

It takes 245 resumes for one
response from an employe
That response may be:

"Sorry, we have no opening

Tom Jackson

"Guerilla Tactics
the Job Market"

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Applying For Federal Jobs

Resumix - DoD Wide Initiative

Military Services Civilian Employment Websites:

https://ww2.afpc.randolph.af.mil/resweb/

http://cpol.army.mil/index.html

http://www.donhr.navy.mil/

http://www.usajobs.opm.gov/

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Resumix

-- Scans Résumé And Extracts Skills

-- Matches Skills From Résumés To Required and/or Desired Skills On Requisition

-- Identifies Résumés meeting, Skills Criteria & No. of “Desired” Skills In Each Tracked Résumé

-- Replaces SF-171 and OF-612

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Resumix

How to apply: a Three-Step process

- First Step – Submit a properly formatted resume along with supplemental data – 5 day wait

- Step Two - Review Job Vacancy Announcements through AFPC

- Third Step – is to "Self Nominate", i.e. apply

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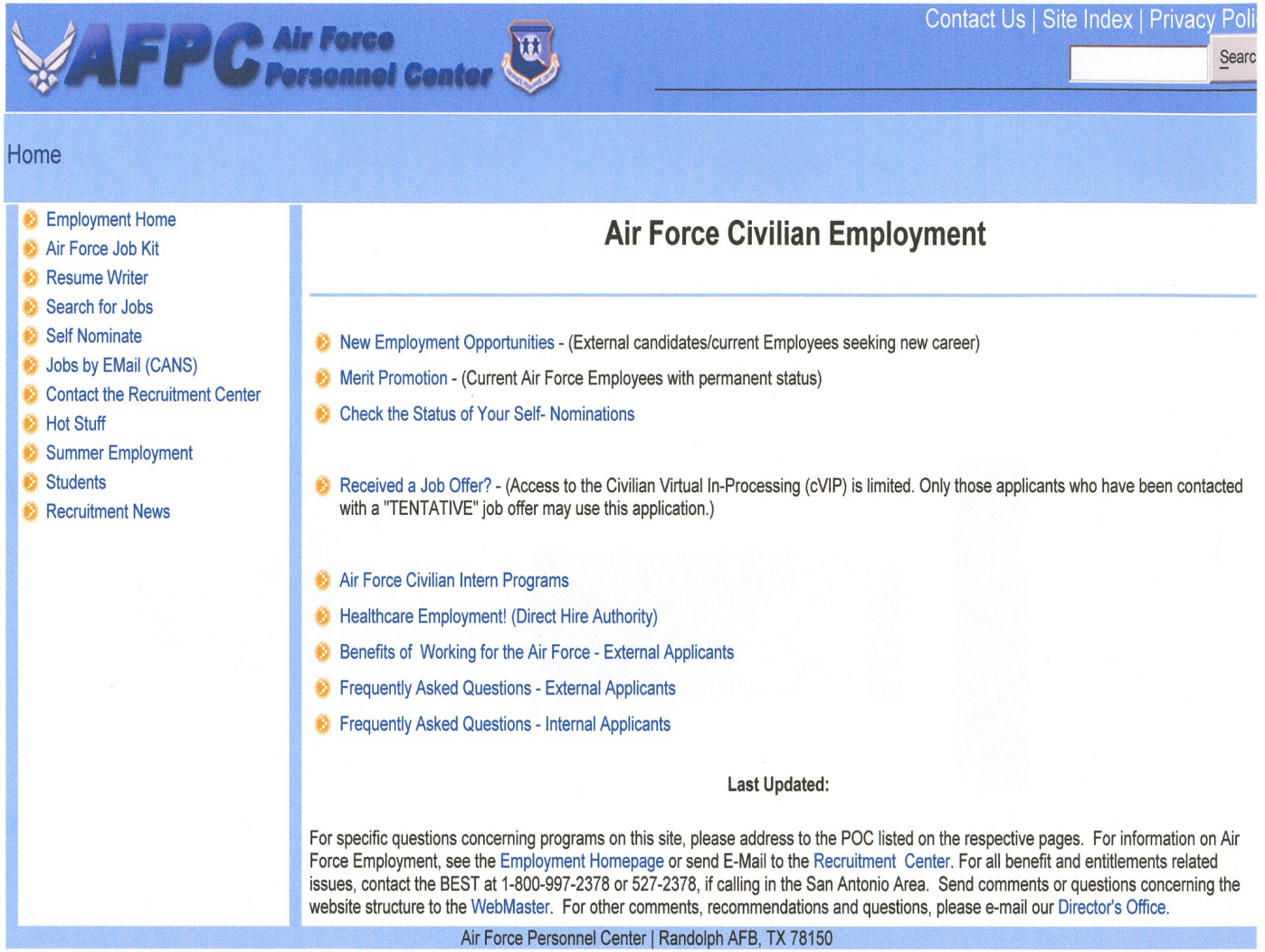
Resumix – Electronic Resu


AFPC Air Force Personnel Center
Contact Us | Site Index | Privacy Poli
Searc
Home
Employment Home
Air Force Job Kit
Resume Writer
Search for Jobs
Self Nominate
Jobs by EMail (CANS)
Contact the Recruitment Center
Hot Stuff
Summer Employment
Students
Recruitment News
Air Force Civilian Employment
New Employment Opportunities - (External candidates/current Employees seeking new career)
Merit Promotion - (Current Air Force Employees with permanent status)
Check the Status of Your Self- Nominations
Received a Job Offer? - (Access to the Civilian Virtual In-Processing (cVIP) is limited. Only those applicants who have been contacted with a "TENTATIVE" job offer may use this application.)
Air Force Civilian Intern Programs
Healthcare Employment! (Direct Hire Authority)
Benefits of Working for the Air Force - External Applicants
Frequently Asked Questions - External Applicants
Frequently Asked Questions - Internal Applicants
Last Updated:
For specific questions concerning programs on this site, please address to the POC listed on the respective pages. For information on Air Force Employment, see the Employment Homepage or send E-Mail to the Recruitment Center. For all benefit and entitlements related issues, contact the BEST at 1-800-997-2378 or 527-2378, if calling in the San Antonio Area. Send comments or questions concerning the website structure to the WebMaster. For other comments, recommendations and questions, please e-mail our Director's Office.
Air Force Personnel Center | Randolph AFB, TX 78150

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Air Force Personnel Center

Job Kit

Your Guide to...

Preparing an Air Force Resume
Job Search
Self-Nomination

www.afpc.randolph.af.mil/afjobs

U.S. AIR FORCE

Civilian Employees
Supporting a Global Force

14 December 2001 (V7)

Headquarters Air Force Personnel Center
Directorate of Civilian Personnel Operations
Randolph Air Force Base Texas

THE DEPARTMENT OF THE AIR FORCE IS AN EQUAL OPPORTUNITY EMPLOYER

This supersedes all previous versions of the Job Kit - Prior editions are obsolete

Resumix – Electronic Resume

-- Resumix's not in the required format will be rejected

-- Read Do's and Don'ts on page 4 of the Job Kit

-- 5 pgs, Font size 12, ½" margins Times NR or Palatino font,

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Resumix – Electronic Resume

-- Name, SSN with no spaces or dashes, address and phone #’s, indicate ”External Candidate”

-- Experience Summary; describe in words the skills you possess; document in history section

-- External Applicant Resumes expire after one year

Let’s Begin ⇒

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Sample Resume

RUSSELL P. SQUINTMEYER
123456789
Candidate Source: External
123 SPRING LANE
EUPHORIA, TX 75555
Home Phone Number: (706) 555-1234
Work Phone Number: (706) 555-1234
Work Phone Number: DSN 976-1234
Email: Rpsquint@telcom.net

Social Security Number (SSN)--must be included--failure to provide SSN will result in resume not being processed and loss of job consideration.
Include start and end date in MONTH and YEARS. Include your position title, company name, address, and for federal service and/or military include pay plan, series, etc.
Include all major tasks, any systems worked on, software programs used, special tools and equipment, etc.
Knowledge, Skills, and Abilities (KSAs) must be addressed in your work experience, specialized training, etc., as we do not **accept KSAs typed on separate sheets of paper.**

EXPERIENCE SUMMARY:
Service Manager; Office Manager; Office Machine Repairer; Field Representative, maintenance mechanic; Optical Instrument/Fire Control Repairer; Electronic Integrated Systems Mechanic; Aircraft Systems Specialist; Missile Systems/Ordnance Technician.

EXPERIENCE:
JUL 1998 to PRESENT
Avionics Sensors Maintenance Apprentice Tech Sergeant (TSGT), E6
Dept. of the Air Force Reserves, 919th Special Opns Wing, 100 Eagle St, Eglin AFB (Duke Field), FL 76502 Jack Smith, DSN 976-1234

Air Force Specialty Code (AFSC) is 2A111. I just returned in May 1999 from the 7-month Avionics Sensor Maintenance school in Texas/Oklahoma, which I successfully completed. I used electronic theory to troubleshoot, repair and inspect armament systems on the F-16 Aircraft to include bombs, bomb racks, missile systems and stores management systems. I also used test equipment such as digital multimeters, 50-60 testers and 5001501 test sets. Completed a 12-month correspondence course on theory, repair and maintenance. Designated as alternate Training NCO.

FEB 1995 to JUN 1998
Electronic Integrated Sys Mechanic, WG-2610-12
Department of the Army, Directorate of Logistics, 505 C Street West, Ft. Benning, GA, 78901 Mr. Fred Jones, (706) 555-1234

Performed DS/GS repair and maintenance on M109, M110, M119 Howitzers, MEOA3, M1A2 Tanks, M901, M981 Improved Tow Vehicle, and the Bradley M2M Infantry Fighting Vehicle. I repaired integrated systems to include optics, electronics, range finding, targeting, and computer and laser range finders. Performed testing and verification on various types of electronic equipment using DSETS and General Purpose Interface Assembly (GPA) test stations. Provided range support during firing missions. Repaired equipment to include TTS and laser range finders. Also repaired and installed ordnance systems on MI10, M109 Howitzers; M60A3, MIA2 Tanks; M901, and M981 Improved Tow Vehicles. Used voltmeters, multimeters, oscilloscopes, cable test sets, TTS test sets, test consoles, breakout boxes, field test sets, DSETS and computer sets to perform repairs. Checked circuits on TTS, laser range finders, gunners, control units, electronic units and computers. Responsible for the layout of all work, which required me to order parts, make repairs, modifications, test and make final inspections. Used wiring diagrams, schematics, sketches and blueprints. The systems were mechanical electronic, mechanical hydraulic, electronic hydraulic and hydraulic pneumatic. Due to a personnel vacancy, I performed the duties of the Electronic Integrated Systems Mechanic (WG-12) for approximately one year.

DEC 1989 to FEB 1995
Electronic Integrated Sys Mechanic, WG-2610-12
Department of the Army, Directorate of Logistics, 505 D Street West, Ft. Benning, GA 78901

Certified as Land Combat Support System (LCSS) Test Station technician. Tested and verified missile systems, tracker Systems and various electronic equipment. Performed additional electronic technician duties. Submitted three suggestions on the revision of maintenance procedures that were adopted by U.S. Army, Training and Doctrine Command (TRADOC). Two other suggestions were also adopted and implemented at Installation level, resulting in savings of over $50,000

FORMAL EDUCATION:
HS Diploma, General Studies, Theodore High School, Theodore, Alabama, Jun 1967

SPECIALIZED TRAINING:
USAF, Avionics Sensor Maintenance, Oct 1998 to May 1999, 7 monthsDept of Army (DA), Aviators Night Vision, AN/AV-S6
US Army Ordnance Center, Land Combat Support System, Jan 1994 to Apr 1994, 508 Hrs
USAF, F16 Aircraft, 34AMF462X0-I51, 3 Jun 1989- 5 Jun 1989, 23 Hrs

LICENSES/CERTIFICATES:
None

AWARDS:
Dept of Army, Exceptional Performance, Jun 1998
Dept of Army, Suggestion Awards, Mar 1994 and Jun 1994

OTHER INFORMATION:
I have also completed 65 quarter hours towards my BS degree

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Resumix – Electronic Resume

Submit your Resume 3 ways

1. Resume Builder

- On-Line instructions and instant submission
- Formats your Resume
- Respond to DEU vacancies On-Line
- Minimizes errors, user friendly
- Easy to update

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Resumix – Electronic Resume

2. Email to :

- Ext.Resume@randolph.af.mil

or

- Int.Resume@randolph.af.mil

(In the body of your email, not as an attachment)

3. Regular Mail :

Give your self time to beat the deadline

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Resumix – Electronic Resume

-- Relevant information, but……

-- Transfer of skills

-- Artificial Intelligence used for initial screening; "200 key words"

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Resumix Key Words

Where to acquire Key Words;

-- Job Descriptions

-- Job Announcements

-- Evaluations

-- Personal Experience(s)

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Resumix Key Words

MAJOR DUTIES for USER SUPPORT COMPUTER ASSISTANTS: Serves as a computer assistant to provide computer support and services to the organization. Serves as a customer primary interface for Communications, Computer, Command and Control (C4) systems located throughout the unit. Using vendor manuals, maintenance and technical checklists, strives to resolve C4 problems at the Help Desk level for Local Area Network systems and at the user location for stand-alone systems. Works closely with contractors and specific areas of support to ensure customer's problems are quickly resolved.

MAJOR DUTIES for SYSTEM ADMINISTRATOR COMPUTER ASSISTANTS: Provide advanced technical services in applications programming; installation and maintenance of hardware; and installation, upgrade, and maintenance of software. Responsible for limited specialized projects and

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Resumix – Supplemental Data

-- Separate continuation sheet with your Resumix

-- Resumix will not be processed without it

-- Double check all your entries

-- List all categories that you qualify for

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Sample Supplemental Data

RUSSELL P. SQUINTMEYER
123456789
DEU ANNOUNCEMENT: 01AUG235897

1. External
2. DEU, Transfer
3. 01/01/1957
4. Yes
5. Yes
   a. 09/15/1974 to 09/15/1978 and 01/01/1980 to 01/01/2000
   b. Southwest Asia Service Medal
   c. Honorable
   d. Yes, MSgt (E-7), 01/01/2000
6. 5 point
7. Yes, Career and Term
   a. Dept of the Army
   b. Yes, 10/01/2002
   c. WG10, 10/01/1978 to 12/01/1979
   d. No
   e. No
8. Yes
9. 45 WPM
10. 85 WPM
11. Male
12. C

Important

If you **do not** have a resume and supplemental data on file and this is your **first** submission by mail or e-mail and you are self-nominating for a **Delegated Examining Unit (DEU)** vacancy, include the announcement number on your supplemental data sheet (see page 14) and AFPC will self-nominate you for that position when your resume and supplemental data are processed (assuming your resume is in the proper format and the supplemental data sheet is attached to your resume). If you already have a resume and supplemental data on file, it is your responsibility to self-nominate for job vacancies through either our website or Job Line.

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Resumix – Supplemental Data

Veteran's Preference Categories

- 30% requires SF15 and VA Letter
- VRA, up to GS-11
- VEOA

-- All require DD 214 or letter from MPF if within 120 days of separation

Read Job Kit

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Job Search

- Receive Emails from the Civilian Announcement Notification System (CANS)

- Locate vacancies at the AFPC Website

- Listen to vacancies through the AFPC website, pg 18 in Job Kit

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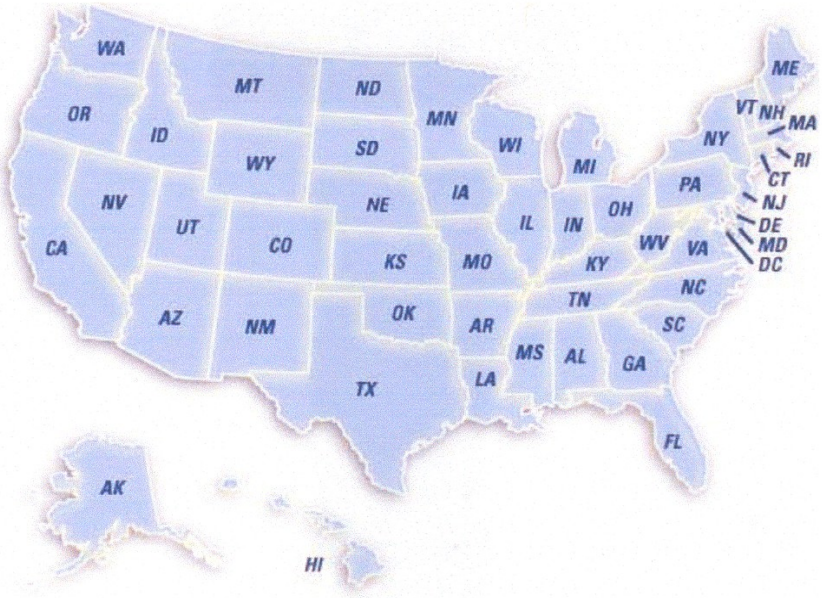
Civilian Employment – Job Search - *By State*

Job Search Options							
By State	By Region	By Country	Advanced (by Base, Series...)	Career Program	USAJobs	Subscribe CANS	Summer Employment (May to September)

To view vacancy announcements within a state, choose the state of your choice below.



To view civilian vacancy announcements within more than one state select one or more from the drop down list to the right. (Use combination of ctrl key and left mouse click to select more than one). Due to the quantity of vacancies it is suggested that you select no more than five different states at one time.

Alabama
Alaska
Arkansas
Arizona
California
Colorado

Search_States

Reset Selected States

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Civilian Employment – Job Search Results

Your search has resulted in 12 Vacancy Announcements.
New Job Vacancy Announcements are generally posted each Friday

Click on the position title for complete vacancy information or click on location for base information.
√ Check the Box if you wish to self-nominate for the vacancy announcement

☐ AUDITOR GS-0511-13	EXTERNAL 03MAR375985	Closing Date 04/03/2004	
GUNTER AFS (MONTGOMERY AL)		MONTGOMERY AL	
Career Program: Financial Management			
Who May Apply: External noncompetitive [e.g., Interagency Career Transition Assistance Plan (ICTAP), Transfer, Reinstatement, EO 12721, Civilian Intelligence Personnel Management System (CIPMS), 30% Disabled Veteran, Veterans Readjustment Appointment (VRA), Veterans Employment Opportunities Act (VEOA), Employment Program for People with Disabilities, NAF Interchange, and current or former employees of VISTA/ACTION Volunteer, Peace Corps, Foreign Service Officers and Employees, Postal Career Service/Postal Rate Commission, Commissioned Corps of the Public Health Service, National Oceanic and Atmospheric Administration, Panama Canal Commission, General Accounting Office or Administrative Office of the U.S. Courts may be eligible to apply.]			

⇒

☐ BUSINESS OPERATIONS FLIGHT CHIEF GS-0301-12	EXTERNAL 03JUN508585	Closing Date 07/15/2003	
MAXWELL AFB (MONTGOMERY AL)		MONTGOMERY AL	
Career Program: Services			
Who May Apply: NAFI/AAFES current employees serving at least one year on a position without time limitation or involuntarily separated from such appointment without personal cause within the preceding year.			

☐ FLIGHT RECORDS CLERK GS-0303-05	EXTERNAL 03MAR377420	Closing Date 07/11/2003	
MAXWELL AFB (MONTGOMERY AL)		MONTGOMERY AL	
Career Program: None			
Who May Apply: Open to candidates with noncompetitive appointment eligibility listed below.			

☐ MEDICAL TECHNOLOGIST GS-0644-09	EXTERNAL 03FEB351071	Closing Date 07/11/2003	
MAXWELL AFB (MONTGOMERY AL)		MONTGOMERY AL	
Career Program: None			
Who May Apply: Open to candidates with noncompetitive appointment eligibility listed below.			

Civilian Employment – Vacancy Announcement

Please be sure to review for complete qualifications "Who may apply" and "How to apply" information.

Vacancy Announcement

UNITED STATES AIR FORCE (USAF)
AIR FORCE PERSONNEL CENTER (AFPC)

Vacancy Announcement Number:
03JUN508585

Position Title/Pay Plan/Series/Grade or Level/Promotion Potential:
BUSINESS OPERATIONS FLIGHT CHIEF GS-0301-12/12

Email this to a friend

Vacancy Announcement Number: 03JUN508585 (This is an NAF Announcement)

Opening Date: 06/18/2003
Closing Date: 07/15/2003

Position Title/Pay Plan/Series/Grade or Level/Promotion Potential: BUSINESS OPERATIONS FLIGHT CHIEF GS-0301-12/12
Career Program: Services
Salary: 56463-73403

Duty Location: MAXWELL AFB
City or County if any: MONTGOMERY AL

Temporary position: No
Work Schedule: Full-Time

Who May Apply: NAFI/AAFES current employees serving at least one year on a position without time limitation or involuntarily separated from such appointment without personal cause within the preceding year.

Major Duties: This is a Services Career Program Cert # 2030177 position located at 42 MSG/SVB, Maxwell AFB AL. If you do not have a verified resume on file and are submitting your resume, you will be able to self nominate only after your resume has been processed. Only NAF Eligible candidates will be referred from this announcement.
QUALIFICATION REQUIREMENTS: Must have one year of specialized experience equivalent to the GS-11 in the Federal Service in order to qualify. Specialized experience is experience that equipped the applicant with the following knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. All of the special requirements and provisions of this position will not be made known to applicants until the selection process. Major Job Requirements: 1). Organizes, directs and supervises flight staff and activities. Reviews and manages functional resources and requirements. Exercises supervisory personnel management and general administrative responsibilities. 2). Serves as technical advisor to the commanders on functions and capabilities of the Business Operations flight to include attending meetings, giving presentations and briefings, interfacing with private industry to determine trends, etc . 3). Oversees NAF (and APF where available) budget formulation and execution. Determines, prepares and justifies facility and equipment additives, upgrades and modifications needed to meet flight requirements. 4). Directs special surveys and studies to regularly evaluate the effectiveness of programs. Takes positive steps to correct program deficiencies. Knowledges,

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Common Threads

15 CEO's Opinions;

1. Initiative
2. Communication Skills
3. Decision maker
4. Problem Solver
5. Change Agent - Adapt
6. Goal Seeker

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Common Threads

15 CEO's Opinions;

7. Team Player
8. Risk taker
9. Loyalty
10. Question/Solution
11. Creative/Innovative
12. Constructive improvement
13. Strength/Weaknesses – be aware of

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What Do Employers Expect

- Long and short stretch goals -- Adaptive

- Demand we expand our comfort zone
  - -- Stability
  - -- Security
  - -- Take reasonable risks

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Examining Your Values

INDEPENDENCE	SELF-FULFILLMENT
FUN	DUTY
EXPERTNESS	NURTURING
EXERCISE	COMPETENCY
WEALTH	FRIENDSHIP
EDUCATION	FAMILY
BEAUTY	HEALTH
LOCATION	ADVENTURE
LEADERSHIP	TRANQUILITY

CREATIVITY SECURITY STABILITY

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Have your Résumé Loaded and Ready at ALL Times

You’re Guaranteed to Win!

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